Recruitment Applicant User Guide

Contents

1. Creating an account 1
2. Applying for a vacancy 2
3. Amending or withdrawing your application 3
4. Changing your CV 3
5. Resetting your password 4

To apply for any of our vacancies we ask you to first create an account and then complete an online application process. You are advised to prepare your CV and covering statement in advance of creating an account and applying.

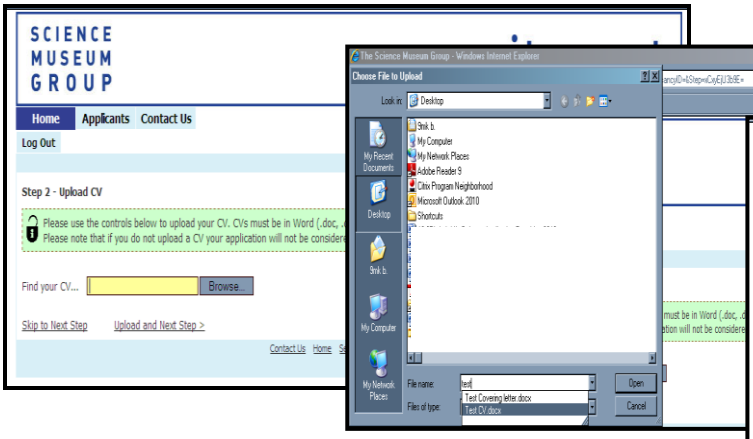
1. Creating an account

If you have not already created an account, you can do this from the login page.

1. Select *Create Account*.

2. Add your email address and password.

We will use this email address to communicate with you about your application.



SCIENCE MUSEUM GROUP
recruitment
Home
Applicants
Contact Us
Log Out
Welcome Back x (Click Here To Log Out)
Step 2 - Upload CV
Please use the controls below to upload your CV. CVs must be in Word (.doc, .docx) format to be searchable in our database.
Please note that if you do not upload a CV your application will not be considered.
Find your CV...
C:\Documents and Settings
Browse...
Skip to Next Step
Upload and Next Step >

3. To upload your CV select *Browse*, find your prepared document and click *Open*.

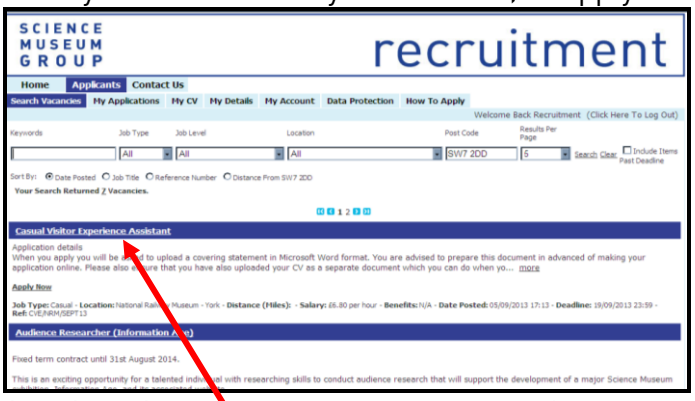
4. To upload select *Upload and next step.*

Note: your document should be *.doc*, *.docx*, *.txt* or *.pdf* format.

5. Fill in the rest of your details to complete your account.

2. Applying for a vacancy

Once you have created your account, to apply for any of our vacancies please follow these steps:



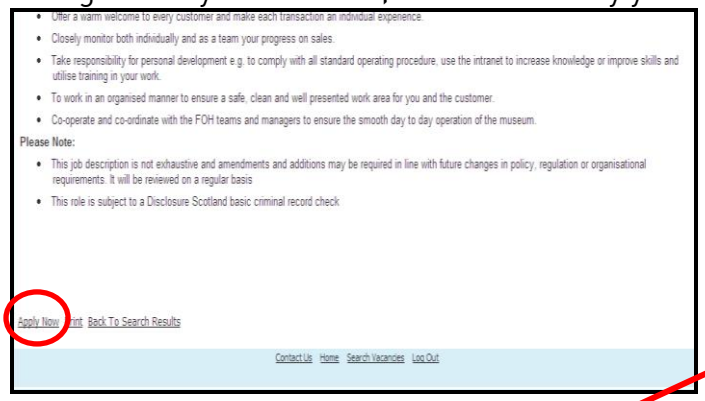
1. Select the vacancy you are interested in to see the full details.

2. Read the job description and application instructions carefully.

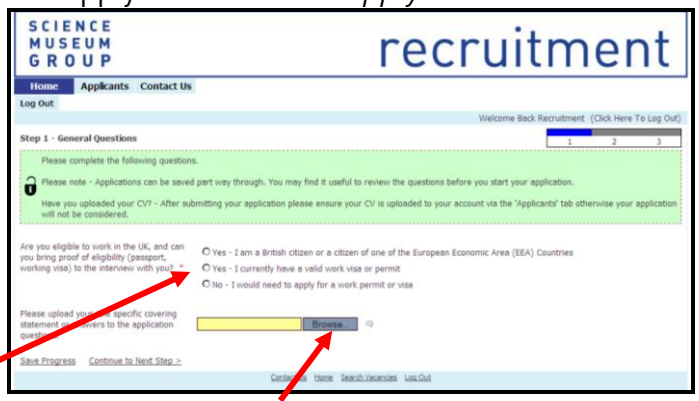
3. Prepare your covering statement in response to the application instructions.

Note: When you apply you will be asked to upload your covering statement as a document in *.doc*, *.docx*, *.txt* or *.pdf* format. You are advised to prepare this document in advance of starting to apply online.

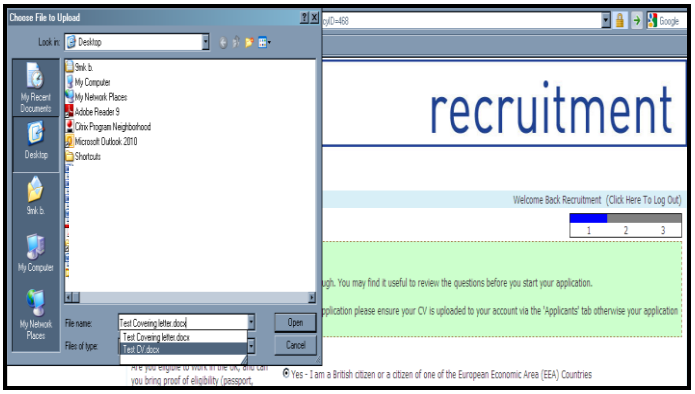
4. Log in into your account; find the vacancy you want to apply for and select *apply now.*



5. Answer the eligibility to work in the UK question.



6. To upload your prepared covering statement select *Browse*.

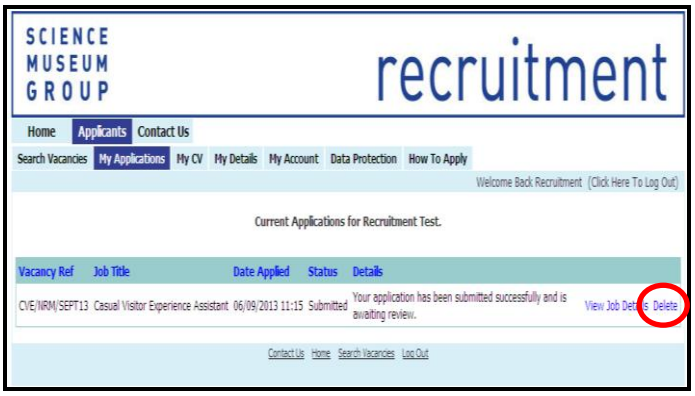


8. Find your prepared document and click *open.*

SCIENCE MUSEUM GROUP
recruitment
Home
Applicants
Contact Us
Log Out
Welcome Back Recruitment (Click Here To Log Out)
Step 1 - General Questions
Please complete the following questions.
Please note - Applications can be saved part way through. You may find it useful to review the questions before you start your application.
Have you uploaded your CV? - After submitting your application please ensure your CV is uploaded to your account via the 'Applicants' tab otherwise your application will not be considered.
Are you eligible to work in the UK, and can you bring proof of eligibility (passport, working visa) to the interview with you? *
Yes - I am a British citizen or a citizen of one of the European Economic Area (EEA) Countries
Yes - I currently have a valid work visa or permit
No - I would need to apply for a work permit or visa
Please upload your role specific covering statement or answers to the application questions.
C:\Documents and Setti
Browse
Save Progress
Continue to Next Step >
Contact Us Home Search Vacancies Log Out

9. When the path to your document appears, select *Continue to Next Step* to submit your application. **(There is not an upload link or button to select).**

3. Amending or withdrawing your application



If you want to amend your covering statement, or withdraw your application, you will need to **delete** your application by selecting the *My Applications* tab.

Your account or CV will not be deleted.

You may then **re-apply** by following the process above, submitting a new covering statement.

4. Changing your CV

Until your application has been downloaded for shortlisting you can change your CV at any time, without having to re-apply.

To do this select *My CV* tab and select *Upload New CV.*

Note: If you are applying for more than one vacancy your CV will be used for all applications.

5. Resetting your password

Select *reset password.* An email will be sent to the email address you used to set up your account containing your new password.

Please note the email is not sent immediately, but within 24 hours.

Should you need access to your account before you have received this email contact us using the details on the *contact us* page.